

City of Flagstaff Payroll/Human Resources Calendar for Fiscal Year 2021-2022

July 2021

S	M	T	W	T	F	S
				1	2	3
4	5♦	6	7	8	9	10
11		13	14	15	16	17
18	19	20	21	22	23	24
25		27	28	29	30*	31

August 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8		10	11	12	13	14
15	16	17	18	19	20	21
22		24	25	26	27	28
29	30	31				

September 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6		8	9	10	11
12	13	14	15	16	17	18
19		21	22	23	24	25
26	27	28	29	30		

October 2021

S	M	T	W	T	F	S
					1	2
3		5	6	7	8	9
10	11	12	13	14	15	16
17		19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

S	M	T	W	T	F	S
		2	3	4	5	6
7	8	9	10	11	12	13
14		16	17	18 x	19	20
21	22	23	24	25	26	27
28		30				

December 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12		14	15	16 x	17	18
19	20	21	22	23	24♦	25
26		28	29	30*	31♦	

January 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9		11	12	13	14	15
16	17	18	19	20	21	22
23		25	26	27	28	29
30	31					

February 2022

S	M	T	W	T	F	S
			1	2	3	4
6		8	9	10	11	12
13	14	15	16	17	18	19
20	21		23	24	25	26
27	28					

March 2022

S	M	T	W	T	F	S
			1	2	3	4
6		8	9	10	11	12
13	14	15	16	17	18	19
20		22	23	24	25	26
27	28	29	30	31		

April 2022

S	M	T	W	T	F	S
					1	2
3		5	6	7	8	9
10	11	12	13	14	15	16
17		19	20	21	22	23
24	25	26	27	28	29	30

May 2022

S	M	T	W	T	F	S
1		3	4	5	6	7
8	9	10	11	12	13	14
15		17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12		14	15	16	17	18
19	20	21	22	23	24	25
26		28	29	30		

- = PAFs due & pay date
- x = PAFs Due Early
- = Timesheets due
- P = Timesheets Due Early
- = Holiday
- ♦ = Holiday (observed)
- * = Paycheck without Deductions
- = New Employee Orientation

Holidays

July 4th ----- Independence Day
(Observed Monday, 7/5)

September 6th ----- Labor Day

November 11th ----- Veterans Day

November 25th & 26th ----- Thanksgiving

December 25th ----- Christmas Day
(Observed Friday, 12/24)

January 1st ----- New Year's Day
(Observed Friday, 12/31)

January 17th ----- Martin Luther King Jr. Day

February 21st ----- Presidents Day

May 30th ----- Memorial Day

A tenure-eligible (part-time and full-time) and exempt employee's hire date should be the date of orientation. A temporary employee's new hire date should be the first week of a pay period after they complete their paperwork.

PAYROLL SCHEDULE – TIME SHEETS FY 2021/2022

FIRE FLSA START DATE	PAY PERIOD	DUE	PAYDAY	PP#	HOLIDAYS
June 13	June 13 – June 26	June 25	July 2	13	July 4, Independence Day <i>(observed Monday, 7/5)</i>
June 27	June 27 – July 10	July 9	July 16	14	
July 11	July 11 – July 24	July 23	July 30 (F)	15	September 6, Labor Day
July 25	July 25 – Aug 7	August 6	August 13	16	November 11, Veterans Day
August 8	Aug 8 – Aug 21	August 20	August 27	17	November 25 & 26, Thanksgiving Day
August 22	Aug 22 – Sept 4	September 2 •	September 10	18	December 25, Christmas Day <i>(observed Friday, 12/24)</i>
September 5	Sept 5 – Sept 18	September 17	September 24	19	
September 19	Sept 19 – Oct 2	October 1	October 8	20	January 1, New Year's Day <i>(observed Friday, 12/31)</i>
October 3	Oct 3 – Oct 16	October 15	October 22	21	
October 17	Oct 17 – Oct 30	October 29	November 5	22	January 17, Martin Luther King Jr. Day
October 31	Oct 31- Nov 13	November 12	November 19	23	February 21, Presidents Day
November 14	Nov 14 – Nov 27	November 24 •	December 3	24	May 30, Memorial Day Floating Holiday
November 28	Nov 28- Dec 11	December 10	December 17	25	
December 12	Dec 12- Dec 25	December 22 •	December 30 (F)	26	
December 26	Dec 26 – Jan 8	January 7	January 14	1	
January 9	Jan 9 – Jan 22	January 21	January 28	2	
January 23	Jan 23 – Feb 5	February 4	February 11	3	
February 6	Feb 6 – Feb 19	February 17 •	February 25	4	
February 20	Feb 20 – Mar 5	March 4	March 11	5	
March 6	Mar 6 – Mar 19	March 18	March 25	6	
March 20	Mar 20 – Apr 2	April 1	April 8	7	
April 3	Apr 3 – Apr 16	April 15	April 22	8	
April 17	Apr 17 – Apr 30	April 29	May 6	9	
May 1	May 1 – May 14	May 13	May 20	10	
May 15	May 15 – May 28	May 26 •	June 3	11	
May 29	May 29 – June 11	June 10	June 17	12	

• Time sheets due early because of holiday

(F) Free paycheck